



**Civil Engineer Trainee (3 Positions)
Civil Engineer Trainee**

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|-------------------------|------------------------------|------------------------|---|
| IPR Number: | 44576 | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW110-23-55-201-10-01 | Shift: | 8:00 am – 4:30 pm Monday – Friday |
| Opening Date: | August 17, 2020 | | |
| Closing Date: | November 16, 2020 | Salary: | \$4,365 – \$4,785 * |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Project Implementation / Region 3 / District 5 / 13473 IL Hwy 133, Paris, Illinois

Position Purpose:

This position is accountable for assisting the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

Qualifications:

Position Requirements:

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college **OR** a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2020 or spring of 2021)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- Valid driver's license
- Occasional in-state and out-of-state travel with overnight stays

Position Desirables:

- Strong oral and written communication skills

How to Apply/Remarks:

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

Unofficial college transcripts must be included with application. Official college transcripts must be submitted upon date of employment. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment.

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Please be advised that if a high volume of applications is received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

In an attempt to fill the posted positions, IDOT will contact applicants during the posting period to schedule interviews. All postings will result in three interview pools, with application cut off dates of: September 16, 2020, October 16, 2020 and November 16, 2020. Those applicants that have been deemed qualified and have submitted a completed application with all required attachments will be invited to interview accordingly based on the date their application documents are received.

*Individual salary offers are computed based on an applicant's qualifications and experience relative to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------------------|------------------------|-------------------------|-----------------------------|
| DATE: | Aug. 30, 2018 | WORKING TITLE: | Civil Engineer Trainee |
| POSITION CLASSIFICATION: | Civil Engineer Trainee | OFFICE/BUREAU: | OHPI/Project Implementation |
| POSITION NUMBER: | PW110-23-55-201-10-01 | REGION/DISTRICT: | Region 3/District 5 |

Position Purpose

This position is accountable for assisting the Resident Engineer in performing the layout, inspection and documentation required on various highway improvement construction projects. This is a training position.

Dimensions

Dollar Value of Construction Projects: \$100,000 to \$2,000,000

Nature and Scope

This position reports to the Resident Engineer. There are no subordinates reporting to this position.

This position, under the direction of the Resident Engineer, provides the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor's personnel in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed by the incumbent include: acting as an instrument man on the survey party; inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; providing the necessary reports and documentation for pay items; reducing survey notes; plotting cross sections; computing quantities; checking computations of others; assisting the Resident Engineer on specific construction problems. The incumbent is responsible for total compliance with the provisions of the departmental Safety Code and for cooperating with every aspect of the department's Employee Safety Program so that operations can be done in a manner which ensures the safety of himself/herself, fellow workers, and the public.

The incumbent is governed by the specifications of the project. S/He refers major problems or necessary plan changes to the Resident Engineer. S/He does, however, accept or reject materials incorporated in the project based on visual or field tests, and ensures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers, project engineers and personnel from the district Bureau of Materials, as well as with contractors and the public.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and reports provided by the Incumbent.

Civil Engineer Trainee
PW110-23-55-201-10-01

Principal Accountabilities

1. Provides accurate measurement, computation and documentation of contract items.
2. Keeps the Resident Engineer informed of any construction problems encountered or changes made.
3. Ensures that the times inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs duties other duties as assigned.

Subordinates of this position

| Position Classification | Position Number | Working Title | Authorized Identical |
|-------------------------|-----------------|---------------|----------------------|
| N/A | | | |

Supervisor of this position

Immediate Supervisor Position Classification: Civil Engineer III

Working Title: Resident Engineer

Position Number: PW113-23-55-201-10-01

Position Requirements

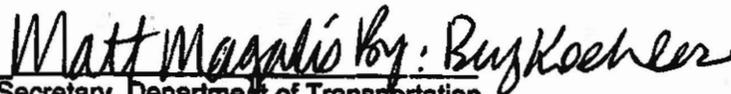
- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must have passed the Fundamentals of Engineering exam.)
- Valid driver's license

Position Desirables

- Strong oral and written communication skills

Agency Approvals


Bureau Chief of Personnel Management


Secretary, Department of Transportation